



OFFICE OF THE PRINCIPAL

MANABENDRA SARMA GIRLS' COLLEGE, RANGIA

Estd. 1984

Under UGC 2(f) & 12 (B)

Mrs. Prasanna Das Baishya
Principal I/C
M.S. Girls' College, Rangia
Kamrup, Assam - 781354

ACCREDITED WITH 'B' GRADE BY NAAC

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Ref. _____

Date: 10/05/2025

Timelines for FYUGP Admission 2025

Session: 2025-26

<https://assamadmission.samarth.ac.in>

Programme	Date	Activities
B.A.	11 April	Registration of students in Samarth portal starts
	12-22 May	Programme selection by applicants and simultaneous scrutiny of applications by HEIs
	23-25 May	Correction window for students
	26-28 May	Scrutiny of applications by HEIs of "corrected applications" if any.
	29 May- 1 June	Preparation and Locking of 1 st Merit list
	2 June	Publication of 1 st Merit list
	4- 5 June	Admissions of applicants in 1st Merit list
	6 June	Preparation and Locking of 2 nd Merit list
	7 June	Publication of 2 nd Merit list
	9-10 June	Admissions of applicants in 2 nd Merit list
	11-14 June	Spot admission
	1 August	Commencement of 1st Semester classes

- For admission into the above programmes at Manabendra Sarma Girls' College, Rangia, all interested candidates are required to apply exclusively through the Samarth portal (<https://assamadmission.samarth.ac.in>)
- During the application process, candidates must upload all necessary documents accordingly as specified on the portal.
- For updates regarding the merit list, candidates should regularly visit the Samarth portal and college website(www.msgcollege.co.in), where the merit list will be published once the screening process is completed.

Sd/-
Principal I/C
(Mrs. Prasanna Das Baishya)
M.S. Girls' College, Rangia

Important Points to be followed:

1. Admission for FYUGP (Four-year Undergraduate Programme), FYIMP (Five-year Integrated Master Programme) and FYIPGP (Five-year Integrated Post Graduate Programme) either through non-CUET mode or CUET mode will be provisioned only through the common admission portal (<https://assamadmission.samarth.ac.in/>) for all Govt/ Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya/ Provincialized/ Govt. Model Colleges/ Autonomous Colleges. Additionally, admissions for FYIMP and FYUGP in State University campuses and Private/ Venture/ Non-Government Colleges affiliated with State Universities and Assam University will also be provisioned only through the common admission portal. (<https://assamadmission.samarth.ac.in/>)
2. Students will get ten (10) options for program selection either in the same Higher Educational Institution (University/Colleges) or in different Higher Educational Institutions (HEI) (University/Colleges).
3. Students need to mark preferences against the options of programs. HEIs will be indicated of the preference given by the applicants. Autonomous Colleges /Universities shall prepare the merit lists in accordance with their admission rules. However, affiliated Colleges shall prepare their Merit list in accordance to the relevant policy of the concerned Affiliating Universities.
4. HEIs will have to do the academic scrutiny (selection of papers based on eligibility for the program/discipline) of verified marks after entering SAMARTH form number / CUET registration numbers.
5. After Academic Scrutiny, the HEIs will mark the students considered for offering admission by processing the merit list in the admission portal itself. Once marked and saved by the HEI, the merit list for the programs will be auto-generated and visible to students in the “merit list section” of the admission portal (<https://assamadmission.samarth.ac.in/>). After the lists are published in the admission portal, the Merit lists are to be uploaded in PDF files on the HEI website and other social media handles for wide dissemination.
6. The students will receive an admission offer message with a URL in their registered e-mail and mobile number for further processing. Only upon acceptance of the admission offer by the applicant by logging into their admission portal, the Universities or Colleges will be able to process the application for grant of admission.
7. In the subsequent merit lists, if an admitted student is offered admission in a program/College in a relatively higher order of their preference, and if they wish to take admission in the other HEI then they need to raise a cancellation request on the first day of publication of the subsequent merit list till 5 P.M and the cancellation request will be automatically approved, so that the applicant may take admission easily. The fee will be refunded automatically, provided they make the payment through the Integrated Payment Gateway. In case the student has made the payment in cash then they need to collect the refund from the institution itself.
8. The total number of students in the Merit list against each program and discipline will be strictly as per the sanctioned seat matrix for the Major program in that discipline. In the case of Discipline Specific programs, the Merit list against that discipline-specific programme will be as per the sanctioned seat matrix for that discipline-specific programme. Once admission is offered by the College/University to candidates, it is mandatory for the HEIs to give admission to candidates’ subject to document scrutiny and in compliance with college/university policies, as applicable.

9. Waiting lists may be published by respective HEIs if they desire to do so. However, this is optional and if the students who appear in the waiting lists are not subsequently added in the next merit list, then the Department of Higher Education nor the SAMARTH team will be responsible.
10. Colleges and Universities will have the discretion to check and verify the Income certificates produced by applicants at the time of admission. In case of any doubt, the Institution may ask the candidate to produce further relevant documents to ascertain the validity of the claim regarding the status of income below 4 lakhs, and only after being fully satisfied with the authenticity of the claim, they are to be granted admission under the Fee Waiver category. If the Institution is unsatisfied with the claim, they need to inform the applicant in writing with justification and grant admission under the non-fee waiver category.
11. HEIs will be able to view their Fee status (received either through Cash or Payment gateway) and the net amount (admission minus cancellation) shall be remitted to the HEI's account upon completion of the cycle of admission 2025-26.

In this regard, you are kindly requested to adhere to the necessary instructions to ensure the smooth and efficient functioning of the admission process, as per the outlined timeline.

This has approval of higher authorities.

This is for favour of your kind information and necessary action.

Yours faithfully

Signed by
Pomi Baruah

Date: 24-05-2024 10:25:48

Director of Higher Education, Assam
Kahilipara, Guwahati-19

Memo No. **639138/7-A**

Copy to

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for kind information.
2. Prof. Sanjeev Singh, Principal Investigator, Samarth e-Gov, New Delhi for kind information and necessary action.
3. The Regional SAMARTH Support and Coordination Center, Assam for information and necessary action.
4. The P.S. to Hon'ble Education Minister, Assam for kind appraisal of the Hon'ble Education Minister, Assam.

(e-signed)

Director of Higher Education, Assam
Kahilipara, Guwahati-19



**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR:.....GUWAHATI-6**

Block-C, Ground Floor, Janata Bhawan, higheredn.assam@assam.gov.in .

No. E-490303/2024/54

OFFICE MEMORANDUM

Sub: - Scheme for Fee waiver of admission fees, tuition fees etc. for students taking Admission in H.S./Degree and M.A./M.Sc./M. Com Courses.

In continuation of Fee Waiver scheme under Pragyan Bharati for free admission in H.S./ Degree and M.A./ M.Sc./M. Com Courses under Higher Education Department, the scheme will continue for the year 2025- 26 for those whose parental income is below Rs. 4.00 lakh (Rupees Four Lakhs) per annum.

Aim: The aim of the scheme is to provide access to the poor students of the State and to help them achieve the benefits of Higher Education.

1. **Scope and Applicability:** The Scheme will be applicable to the students seeking admission into 1st year of H.S./B.A./B.Sc./B. Com and M.A./M.Sc./M. Com courses. Students taking admission in any self-financing course are not eligible under this scheme. In case of H.S. and B.A./B.Sc./B. Com course, those students whose fees were waived earlier will also be eligible to avail the scheme for the second year and third year admission. For M.A./M.Sc./M. Com. the benefit of the scheme is applicable for Final year students for those whose fees were waived earlier.
2. **Institutes incorporated under the scheme:**
 - i. All State Universities, Govt. Colleges, Govt. Model Colleges, Govt. Model Women Colleges, PDUAM, and Provincialized Colleges of Assam.
 - ii. This scheme will not cover Private Colleges, Private Universities and Central Universities situated in Assam.

4. Applicability:

Category of students eligible under the scheme:

- i. Students whose parental annual income is less than Rs. 4.00 lakh per annum from all sources or will be eligible to avail this scheme.
- ii. If either of the parent (mother or father) of the student is working in the State Govt./Central Govt./Semi Govt./State or Central Govt. undertakings, such students shall not be eligible under this scheme.
- iii. Scheme is only for regular students having minimum 75% of attendance in classes in previous year/semester with no back paper in previous examination to be eligible for Fee Waiver claim in the subsequent year/semesters of study.

5. Proof of Income/Documents required:

- i. An Income Certificate from the Local Revenue Circle Officer.
 - ii. Ration Card issued by the competent authority.
 - a. Either of the Income Certificate, so submitted by the candidate will have to be verified by the Competent Authority within one year and action as per Law will be taken against anyone where submission of false Certificate is established.
 - b. The College/University authority may grant admission to the students without examining the original marks sheet. However, the admitted students must produce their original marks sheet otherwise, the admission will be cancelled.
 - c. A declaration from the students that neither of the parents (father or mother) of the students is an employee of State Govt., Central Govt. Department or its undertaking.
- Such form shall be devised by the concerned Registers/ Principal. If such a declaration is found to be false, the admission shall be cancelled and the admission fee shall be realized from such students.

6. Power of Admission Committees:

- a. The Admission Committees of the concerned Colleges and Universities shall have the power to enquire into the income of the family in case of doubt in regard to students and if the committee is of the view that the income of the parents exceed Rs. 4.00 lakh per annum, the committee may recommend cancellation of admission notwithstanding documents submitted by the student. Such enquiry may commence Suo-moto by the institute or on a complaint received against any student availing benefit under this scheme. The Category of Institutes coming under the purview of the scheme shall constitute such committees comprising of Senior Faculty members from the Institution. The Principal/Registrar of the Higher Educational Institution shall observe due diligence and will not allow any undeserving candidates.
- b. The Admission committees of Colleges and Universities will have the discretion to check and verify the Income certificates produced by applicants at the time of admission. In case of any doubt, the Institution may ask the candidate to produce further relevant documents to ascertain the validity of the claim regarding the status of income below 4.00 lakhs per annum, and only after being fully satisfied with the authenticity of the claim they are to be granted admission under the Fee Waiver category. If the Institution is unsatisfied with the claim, they need to inform the applicant in writing with justification and grant admission under the non-fee waiver category.
- c. The Director of Higher Education will make random check of income certificate uploaded in the portal or in hardcopy and disciplinary action may be taken against the student/ official or Principal.

7. Fee to be Waived under the Scheme:

Year	Category of Admission	Nature of Fees to be Waived
1st Year/ New Admission	Higher Secondary, B.A./ B.Sc./B.Com. and M.A./ M.Sc./	All Fees that a College or University realizes from students in Normal Course rate should not

	M.Com. session 2025-26	to exceed than the fee realized last year i.e. 2024-25 session.
2nd year and 3 rd year admission	For those admitted in HS/B.A./B.Sc./B. Com with no fees during the session 2023-24 and 2024-25.	This benefit will accrue to those students who were admitted under this scheme during 2023-24 and 2024-25 session whose parental annual income less than Rs. 4.00 lakh per annum from all sources.
Final year admission	M.A./M.Sc./M. Com for those admitted with no fees during the session 2024-25.	

8. Responsibility of College and Universities:

- i. All Colleges and Universities will be required to upload the names of students admitted availing fee waiver benefit, in SAMARTH Portal.
- ii. The Registrars/ Principals are to ensure that all the student data uploaded in SAMARTH Portal are correct.

9. Marking at the reverse of Mark sheet of candidate given free admission:

- i. The Universities and Colleges giving free admission under this scheme to give one endorsement at the reverse of relevant mark sheet of the student so that the student does not seek free admission in multiple Colleges.
- ii. The Universities and Colleges will devise Rubber seal and use the seal at the reverse of mark sheets of the beneficiary students.

Secretary to the Govt. of Assam.
Higher Education Department.

Memo No. E- 490303/2024/54-A

Copy forwarded for information and necessary action to: -

1. The P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
2. The P.S. to the Hon'ble Minister, Education, Assam for kind appraisal of Hon'ble Minister.
3. P.S. to the Commissioner & Secretary to the Govt. of Assam, Finance Department for kind appraisal.
4. The Director of Higher Education, Assam for necessary action. She will communicate the order/guidelines to all the Principals through posting it in the website.
5. The Director of Information & Public Relations, Assam with a request for wide publicity.
6. Guard file.

(e-Signed)

Secretary to the Govt. of Assam.
Higher Education Department.